



**BOTSWANA  
EXAMINATIONS  
COUNCIL**

**DIRECTORATE OF INFORMATION, COMMUNICATIONS AND TECHNOLOGY**

**INVITATION TO TENDER**

**FOR**

**SUPPLY AND DELIVERY OF ICT EQUIPMENT TO BOTSWANA EXAMINATIONS  
COUNCIL**

**TENDER NO. BEC ICT 012/21-22**

**Tender Collection Date: *Monday 17 January 2022***

**Tender Closing Date: *Friday 18 February 2022***

<b>PROCURING ORGANISATION</b>	<b>AGENT</b>
<b>Botswana Examinations Council, Private Bag 0070, Gaborone, Botswana</b>	<b>The Secretary to the Tender Committee, Private Bag 0070, Gaborone, Botswana Tel: +267 365 0700 Fax: +267 393 3872  Email: <a href="mailto:procurement@bec.co.bw">procurement@bec.co.bw</a></b>

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***Tender No. BEC ICT 012/21-22***

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**TENDER NO. BEC ICT 012/21-22: SUPPLY AND DELIVERY OF ICT EQUIPMENT TO  
BOTSWANA EXAMINATIONS COUNCIL**

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- Bidders are invited to submit bids for the SUPPLY AND DELIVERY OF ICT EQUIPMENT TO BOTSWANA EXAMINATIONS COUNCIL
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- This tender is reserved for 100% citizen-owned companies. Only companies that are wholly owned and directed by citizens of Botswana are eligible for the tender.
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- Bidders must, in order to be considered for the award of the contract, be registered with PPADB under **Code 203 – Electrical, Electronic, Mechanical and ICT Supplies; Sub-Code 01 – Electrical and Electronic Equipment, Spares and Accessories (Includes ICT, photographic equipment and others;** be registered with BURS and be in possession of a Valid Tax Clearance Certificate, and have an appropriate license.
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Tender documents will be available with effect from Monday 17 January 2022 and will be **sent to bidders** upon payment of a non-refundable and non-transferable fee of P250.00 payable to the following BEC Account details:

Account Name: BEC  
Bank Name: First National Bank  
Account Number: 6222 132 9940  
Branch Name: Corporate  
Branch Code: 282267  
Swift Code: FIRNBWGX

**(NB: The fee for the youth is P125.00 non-refundable and non-transferable)**

Bidders are advised to use **44444** as reference number. The tender document will be sent to the bidder upon proof of payment

The tender document is available from Botswana Examinations Council website <http://www.bec.co.bw/docs/invite-tender> for viewing purposes only.

NOTE:

- Tenders responses will be accepted from only companies that were sent the electronic ITT by BEC.
- There will be no issuing of hard copies of ITTs to bidders.

Proof of Payment must be sent to [procurement@bec.co.bw](mailto:procurement@bec.co.bw) as well as [tmogapi@bec.co.bw](mailto:tmogapi@bec.co.bw) and must be included in the Bid Responses, failing which the bid will be disqualified. The tender document will be sent to the bidder upon proof of payment.

BEC shall send the ITT document to bidders who provided proof of payment by end of day (16:30hrs) on 11<sup>th</sup> February 2022. No bidder's proof of payment shall be accepted after this time and will therefore not be sent the ITT document. Please note that the tender fee remains non-refundable and non-transferable even with this requirement.

The Procurement Office of the Botswana Examinations Council can also be contacted at the following addresses for any clarification:

Postal Address

Botswana Examinations Council  
Private Bag 0070  
Gaborone.

Physical Address

Botswana Examinations Council  
Plot 54864, KT Motsete Road  
Gaborone.

Contact Name: Mr T. Mogapi Telephone Number: 365 0700  
Fax: (+267) 393 3872 Email: [procurement@bec.co.bw](mailto:procurement@bec.co.bw)

Delivery of bid response and the project shall be made to BEC.  
Bids must be submitted using the **one envelope system**; one original and four (4) copies **plus a soft copy in a re-writable CD/DVD** envelope accordingly labeled with the tender number and title. This envelope should be sealed and labeled as follows; **TENDER NO. BEC ICT 012/21-22: Supply AND Delivery of ICT Equipment to Botswana Examinations Council.**

Bids must arrive not later than **10:00am** (local time) on **Friday 18 February 2022**. Bids received after the closing date and time will **NOT** be accepted. Telephonic, telegraphic, telex or facsimile bids will **NOT** be accepted.

**Sealed bids should be delivered to the following address**

The Secretary; Tender Committee; Botswana Examinations Council  
Plot 54864, KT Motsete Road; Gaborone.

**Responses that do not have the required number of envelopes will be disqualified. Re-writable CDs/DVDs should be included in the envelope.**

**Bidders who are awarded the tender should by no means pass it to other parties to undertake the project.**

Queries and questions relating to the issue of these documents will be accepted up to **5 working days** before tender closing date. The queries or questions should be in writing and should be addressed to:

The Secretary Att: Mr T. Mogapi Tel: 3650700  
Tender Committee; Botswana Examinations Council  
Private Bag 0070; Gaborone; Botswana.  
Fax: (+267) 323 3872 Email: [procurement@bec.co.bw](mailto:procurement@bec.co.bw)

Bids must arrive no later than **10:00 am** (local time) on **Friday 18 February 2022**. The tenders will be opened in the presence of bidders wishing to attend immediately after closing in BEC premises. . Bids received after the closing date and time will not be accepted. Telephonic, Telegraphic, Telex, Email or Facsimile bids **will not** be accepted.

The proposal must be made in English.

**Sealed bids should be delivered to the following address**

The Secretary; Tender Committee  
Botswana Examinations Council  
Plot 54864, KT Motsete Road; Gaborone.

The tender document is available from BEC website: [www.bec.co.bw](http://www.bec.co.bw) for viewing purposes only. **Bidders are advised that this document will not be issued as a hard copy.**

**Bidders who are awarded the tender should by no means pass it to other parties to undertake the project.**

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**Important Dates:**

**Tender Available Date: Monday 17 January 2022**

**Tender Closing: Friday 18 February 2022 at 10:00hrs**

Botswana Examinations Council is **not** bound to accept the lowest or any bid or bear any expense in the preparation thereof. The Botswana Examinations Council also reserves the right to award the tender in full or in parts

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Tender Committee Secretary  
For/Botswana Examinations Council

BEC ICT 012/21-22: SUPPLY AND DELIVERY OF ICT EQUIPMENT TO BOTSWANA EXAMINATIONS COUNCIL

The conditions of tender are contained in this document.

- 1.1 The Procuring Organisation is the Botswana Examinations Council.
- 1.2 The tender documents issued by the Procuring Organisation comprise:

Three volume approach:

**VOLUME 1:** TENDERING PROCEDURES

Tender Notice & Invitation to Tender  
Tender Data

**VOLUME 2:** RETURNABLE DOCUMENTS

**VOLUME 3:** THE CONTRACT

Part 1 - Agreements & Contract Data

Forms of Securities

Part 2 - Pricing Data

Pricing Instructions

Part 3 - Scope of Work

- 1.3 All bidders are required to submit the following:

- a) 1 original, 4 copies and CD/DVD of the proposal.
- b) PPADB Registration Certificate under **Code 203 – Electrical, Electronic, Mechanical and ICT Supplies; Sub-Code 01 – Electrical and Electronic Equipment, Spares and Accessories (Includes ICT, photographic equipment and others.** (verification will be done on-line);
- c) A Valid Copy of Tax Clearance Certificate (Provide Pin & Certificate Number for on-line verification);
- d) Completed Declaration Form for Tendering Purposes;
- e) Submission of Company Extract accompanied by confirmation of Shareholders and Directors as well as their Identity documents;
  - publicly listed companies may submit certificates (or related documents) of their controlling shareholders only;
  - NB: Where the shareholder is a company, the individual shareholders of the company in question must be submitted. E.g. if ABC (Pty) Ltd submits a tender and one of its shareholders is EFG (Pty) Ltd, the shareholders in EFG should be submitted and so on until the shareholders submitted bears the names of individuals.

- f) Completed and Signed Form of Authority of Signatory;
- g) Completed and signed Form of Offer and Acceptance

**NB: The tender response must be made in English.**

**A one-envelope procedure will be followed.**

1.4 All bidders are required to provide the pricing schedule in the format provided in CONTRACT PART 2, Pricing Data. Bidders must also provide a detailed breakdown of the cost covering all components of the project as stated in CONTRACT PART 3, Bidders should note that the total cost of the project should not include any variable components based on exchange rates, inflation, etc. Where disbursements are based on actual expenditure, bidders should estimate the maximum expected costs, which will be reimbursed based on actual expenditure incurred.

Bidders should quote in Botswana Pula or any convertible currency.

All the quoted prices must include VAT, withholding Tax or any other taxes in accordance with the tax laws of Botswana.

The validity period for the quoted prices must be at **least 120 days** from the closing date of the tender.

## **BACKGROUND**

Botswana Examinations Council (BEC) is a semi-autonomous body which was created by the Botswana Examinations Council Act No. 11 of 2002. In 2019, this act was revised and updated to the Botswana Examinations Council (Amendment) Act No 21 of 2019. The Council is mandated to manage and conduct examinations and assessments in general education; and technical and vocational education training.

BEC is committed to the use of technology to achieve its objectives, and this has resulted in an increased reliance on Information and Communication Technology. ICT equipment is required to improve use of technology in BEC.

It is upon this background that BEC is requesting for the qualifying bidders to submit proposals for the supply and delivery of ICT equipment to the Council.

## **SCOPE**

The purpose of this invitation to tender is to solicit suitable and capable companies to prepare and submit their bids for the Supply and Delivery of ICT Equipment to Botswana Examinations Council. The ICT equipment will be used by BEC employees to carry out their daily activities.

A more detailed and comprehensive description of the required specifications is outlined in two (2) tables below. It is important that the tender is divided into two lots: Lot A and Lot B.

## **LOT A**

**Table 1: Specific Requirement List and Specifications for ICT equipment and Computer Accessories:**

The table below shows a list of the required specifications for ICT equipment and computer accessories.

Description	Quantity	Required Specification of Equipment
1. Supply and Delivery of 2- in-1 laptops	6	<b>2-In-1 Laptop</b> Intel Core I7 Processor At least 13.3" Touch Display At least 16 GB RAM At least 1TB SSD, Backlit Keyboard Trackpad Built-in web cam, Built-in – microphone, Built-In speakers 3.5mm audio jack socket At least one HDMI port, At least one USB port Windows 10 Professional Edition (64bit) Non branded <b>Laptop bags</b> Hardware warranty of at least 1 year
2. Supply and Delivery of Desktop Computers	44	<b>CPU:</b> Intel Core i5 <b>Monitor/Display:</b> At least 17" FHD Monitor Non Touch <b>Operating System:</b> Windows 10 Professional (x64bit) <b>Memory:</b> At least 8 GB RAM <b>Storage:</b> At least 256GB M.2 PCIe NVMe SSD <b>Connectivity:</b> HDMI Port Wi-Fi, Bluetooth At least two USB ports RJ45 Ethernet Port <b>Audio:</b> Internal Speakers <b>Camera:</b> HD 720p Webcam <b>Optical Drive:</b> DVD -RW <b>Input Devices:</b> wired USB mouse, wired keyboard <b>Audio:</b> <b>Internal speakers</b> 3.5mm audio jack socket <b>Hardware warranty of at least 1 year</b>
3. Supply and Delivery of Laptop Computers and Laptop Bags	19	<b>Notebooks</b> Processor: 11 <sup>th</sup> Generation Intel Core i7-1165G7 Processor <b>Graphics:</b> Intel Iris Xe Graphics <b>RAM:</b> At least 16GB DDR4 2666MHz <b>Screen:</b> 15.6-inch Full HD Anti-Glare IPS 250nits Display (1920 x 1080)

		<p><b>Storage:</b> 512GB M.2 PCIe NVMe Class 40 Solid State Drive</p> <p><b>Operating System:</b> Windows 10 Professional (x64bit)</p> <p><b>Ports:</b>  1 x Thunderbolt  3 x USB-C,  1 x USB-C 3.1  1 x USB 3.0,  3.5mm audio jack socket</p> <p><b>Connectivity:</b> 802.11ac (2 x 2 MIMO) Wi-Fi, Bluetooth 5.1</p> <p><b>Camera:</b> 720p at 30fps, widescreen HD RGB camera, Dual-array microphones</p> <p><b>Weight:</b> 1.59 (3.50lb)  <b>Size:</b> 11.97 x 8.54 x 0.57 inches (304 x 217 x 14.6mm; W x H x D)</p> <p><b>Non branded Laptop Bags (19)</b></p> <ul style="list-style-type: none"> <li>• durable polyester material</li> </ul> <p><b>Hardware warranty of at least 1 year</b></p>
<b>4. Supply of Projectors</b>	<b>2</b>	<p>Projector with HDMI and VGA  Projector Lumens 3800 ANSI (Max)  <b>Resolution:</b> WXGA (1280x800)  Connectors USB, HDMI, RS232, VGA, RCA, RJ45  MultiMedia 10 Watt Speaker  At least 2 Year warranty</p>
<b>5. Supply, Delivery, Configurations of MAC computers</b>	<b>1</b>	<p>Operating System: Latest MAC OS  Office Software: Compatible Microsoft office for MAC  <b>Display</b> 27-inch Retina 5K display 5120x2880 resolution  500 nits brightness Wide colour (P3)  <b>Processor</b> 14-core Intel Xeon W configurable to 18 core  <b>Graphics</b> AMD Radeon Pro Vega 64 configurable to 64x  <b>Memory</b> 256GB  <b>Storage</b> 2TB SSD  <b>Camera</b> 1080p FaceTime HD Camera  <b>Size &amp; Weight</b> <b>Height: 51.6cm</b> <b>Width:</b> 65.0 cm <b>Stand</b>  <b>Depth:</b> 20.3cm <b>Weight:</b> 9.7kg  <b>Other Features</b>  802.11ac WIFI  Bluetooth 5.0  Four USB A ports  Four Thunderbolt 3 (USB –C) ports  SDXC card slot (UHS-II)  10gb Ethernet Space grey Magic Keyboard with numeric Keypad Space grey Magic Mouse 2 included  <b>Installation and configurations service for the MAC computer</b></p>



<b>6. Mice</b>	<b>20</b>	Wireless mouse
<b>7. Monitors</b>	<b>4</b>	<b>Monitor/Display:</b> 27" monitor IPS monitor (1920 x 1080) DP, HDMI, VGA, 5x USB –Tilt, Pivot, Swivel, Height Adj (DP, USB cables included)
<b>8. External Web Cameras</b>	<b>10</b>	<b>External Web Cameras</b> 1080p HD USB 2.0 Webcam & Screen Clip Noise-Reducing Microphone – Black (This is not a conference External Web Cameras)
<b>9. External DVD+/-RW</b>	<b>10</b>	<b>External Slim USB DVD+/-RW Derive – DW316 External DVD+/-RW</b>

The bidder must state the specifications of their proposed equipment against the BEC specification requirement to enable evaluators to make a meaningful comparison. The bidder must also state the brand, make and model of the proposed equipment (**preferably HP or Dell brand**) as well as the warranty period and **delivery period**.

**NB: The tender may be awarded in PARTS that is one bidder per LOT or WHOLE that is one bidder for both LOTS.**

## LOT B

### Table 2: Specific Requirement List and Specifications for Heavy duty printers:

The table below shows a list of the required specifications for heavy duty printers, support and maintenance and print management software

Description	Quantity	Required Specification of Equipment
<p>1. Supply of A3 Black and White Printer With print management tools</p>	<p>1</p>	<p><b>Technology:</b></p> <p>Laser Copy/Print/Scan w/Intel Atom 1.33 GHz Dual Core, 4 GB RAM, 320GB SE HDD</p> <p><b>Mono: Speed / Warm-up / 1st Copy:</b></p> <p>Mono: 85 ppm / Warm-up: 20 Seconds / To 1st Mono Page: 4.1 Seconds</p> <p><b>Resolution:</b></p> <p>Copy: Up to 2400 x 600 dpi / Print: Up to 3600 x 1200 / Scan: 600 x 600 dpi</p> <p><b>Copy Size:</b></p> <p>Up to: 11.0" x 17.0" via Platen Top or 300 Page DUPLEX SINGLE PASS DOCUMENT FEEDER</p> <p><b>Reduce/Enlarge:</b></p> <p>25% To 400% in 1% Increments with 14 Presets (7-Enlarge &amp; 7-Reduce)</p> <p><b>Multiple Copies:</b></p> <p>1 To 9,999 Copies from Original</p> <p><b>Adjustable Sizes:</b></p> <p>3.9" x 5.8" to 13.0" x 19.0" Supports up to 12" x 47" Banner Size</p> <p><b>Paper Weight:</b></p> <p>Main Trays: 16 lb bond - 140 lb Index / MP Bypass Tray: 16 lb Bond - 110 Lb Cover</p> <p><b>Input / Output Capacity:</b></p> <p>4-540 Sheet Trays, 1-120 Sheet MP Bypass Tray / 500 Sheet Output Tray</p> <p><b>Copier Features:</b></p> <p>AES, AMS, APS, AS, ATS, Book Copy, Booklet Mode, 1,000 Copy Controls, Covers,</p> <p>Editing, Erase, ID Card Copy, Image Repeat &amp; Rotate, Interrupt, 12,060 Job Programs,</p> <p>Job Build, Margin Shift, Neg/Pos, OHP Interleaving, Photo Mode, 11 Program Ahead,</p> <p>Sheet Insertion, Stamping, Timer, 2-in-1, 10., 1,000 Dept. Codes</p> <p><b>Interfaces:</b></p> <p>USB 2.0 (High-Speed), RJ-45 Ethernet (10/100/1000Base-T)</p>

		<p><b>Operating Systems:</b> Various OS: Windows, Macintosh, Unix, Linux</p> <p><b>Printer Description Languages:</b> PCL5e, PCL5c, PCL6 (PCL XL), PS3, PDF, XPS, JPEG</p> <p><b>Printer Features:</b> Up to: 1200 x 1200 dpi Printing @ 85 ppm Mono</p> <p><b>Scanner Features:</b> Scanning @ 240 ipm Duplex / 120 ipm Simplex</p> <p>Mono Scan to: Box, Cloud, Email, FTP, HDD, I-fax, SMB, URL, USB</p> <p><b>Mobile Printing:</b> AirPrint, Mopria, e-BRIDGE Print &amp; Capture Application on IOS &amp; Android</p> <p><b>Dimensions (HxWxD):</b> 48.3" x 37.6" x 27.5" (430 Lbs. Without Options or Supplies)</p> <p>stitched : <b>2- 10 sheets per booklet [e.g. (1 x 128gsm) + (9 x 80gsm)] A3/A4</b> <b>Finisher which can provide both a staple and stapleless function, as well as folding</b> <b>With toner, print management tools and support and maintenance</b> <b>Supplies : Black toner</b></p> <p><b>Supply, delivery and connection to site</b></p> <p><b>Warranty at least 2years</b></p> <p><b>Include print monitoring and control</b> (Print Management Software) 300 user accounts with password protect feature.</p> <p><b>Include support and maintenance</b></p>
<p><b>2. Supply of Printers (Black and White)</b></p>	<p><b>3</b></p>	<p><b>Heavy Duty Printer A3/A4</b></p> <p>Laser Copy/Print/Scan</p> <p><b>A4 print up to 41 ppm, A3 print up to 20ppm</b> <b>100-sheet MP tray , 2x250-sheet trays,</b> <b>STD Networking, Auto duplex, Supplies:</b> <b>Supplies : Black toner</b></p> <p><b>Include print monitoring and control</b> (Print Management Software)</p>

		<p>100 user accounts with password protect feature.</p> <p><b>Warranty at least 2years</b>  <b>Supply, delivery and connection to site</b>  <b>Include support and maintenance</b></p>
<b>3. Supply of Printers (Colour)</b>	<b>3</b>	<p><b>Heavy Duty Printer Colour A3/A4</b></p> <p>Laser Copy/Print/Scan</p> <p>A4 print up to 41 ppm, A3 print up to 20ppm</p> <p>100-sheet MP tray , 2x250-sheet trays,  STD Networking, Auto duplex, Supplies:</p> <p>Supplies :4 colour tonners  Include print monitoring and control (Print Management Software)  100 user accounts with password protect feature.</p> <p><b>Include support and maintenance</b></p>
<b>Provision of Maintenance and Support (provide draft contract specifying maintenance and support for a period of three years for all printers)</b>	<b>All printers (7)</b>	<p>Delivery &amp; Installation, Configuration &amp; User Training and technical support /maintenance</p> <p><b>Include support and maintenance including and not limited to following:</b></p> <ul style="list-style-type: none"> <li>➤ The bidder should provide a draft Service Level Agreement for the support and maintenance of heavy duty printers for a period of for 3 years</li> <li>➤ The SLA should state at least 2 qualified technicians who will be able to provide onsite support for the printers. They should state their qualifications and attach their certificates and curriculum vitae</li> <li>➤ The SLA should give us a response time for major faults and for minor faults</li> <li>➤ The SLA should give us a resolution time for major faults and for minor faults</li> <li>➤ The SLA could provide us a certain number of onsite support days per month.</li> <li>➤ Specify Cost per print of Monthly maintenance</li> <li>➤ Inclusive of consumables and spares</li> </ul>

**NOTE:**

The bidder must state the specifications of their proposed solution against the BEC specification requirement to enable evaluators to make a meaningful comparison.

**NB: The tender may be awarded in PARTS, that is one bidder per LOT or WHOLE that is one bidder for both LOTS.**

**TENDER NO. BEC ICT 012/21-22: SUPPLY AND DELIVERY OF ICT EQUIPMENT TO BOTSWANA EXAMINATIONS COUNCIL**

- 1.5 The Procuring Organisation's address for delivery of tender offers, tender and other identification details to be shown on each tender offer package are:

**TENDER NO. BEC ICT 012/21-22: SUPPLY OF ICT EQUIPMENT TO BOTSWANA EXAMINATIONS COUNCIL**

Tender Secretary, Botswana Examinations Council  
Plot 54864, KT Motsete Road, Gaborone.

- 1.6 Bids should be submitted according to the Instructions to Bidders. Important points are repeated as follows:
- The bid document must be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder. Any such corrections must be initialed by the person or persons who sign the bid.
  - All copies must be signed in ink by an authorised employee, agent or representative of the bidder.
  - For each bid, the bidders shall prepare the number of copies indicated in the Instructions to bidders. The original bid should be marked ORIGINAL; all other copies should be marked COPY. If there are discrepancies between the original and any of the copies, the original will be assumed to be correct and shall bear the submission address.

**The original, four (4) copies and re-writable CDs/DVDs of each of the bids shall be placed in a separate and sealed envelope clearly marked – TENDER NO. BEC ICT 012/21-22: SUPPLY AND DELIVERY OF ICT EQUIPMENT TO BOTSWANA EXAMINATIONS COUNCIL and shall bear the submission address.**

- Bids must arrive no later than **10:00 am** (local time) on **Friday 18 February 2022**. The sealed envelope should have the original, four (4) copies and a CD/DVD clearly marked;

**TENDER No. BEC ICT 012/21-22: SUPPLY AND DELIVERY OF ICT EQUIPMENT TO BOTSWANA EXAMINATIONS COUNCIL.**

- Bids will be opened immediately, and bidders may be present if they wish. Bids received after the closing date and time will not be accepted. Email or Facsimile bids will not be accepted.

- 1.7 The closing time for submission of tender offers is: 10.00 am on **Friday 18 February 2022.**

- 1.8 Telephonic, telegraphic, telex, email or facsimile tender offers **will not** be accepted.

- 1.9 The tender validity period is **120 days** from the closing date of the tender.

1.10 The time and location for opening of the tender offers is:

10:00 am on Friday 18 February 2022

Location: Botswana Examinations Council  
Plot 54864; KT Motsete Road; Gaborone.

1.11. The procedure for evaluation of the responsive tender offers is: Method 1: Least Cost Evaluation Method

### **The Evaluation Process**

The Tender Evaluation Committee (TEC) will be constituted to evaluate the bids. The evaluation to be adopted by the Evaluation Committee will be as follows:

- 1 In Stage 1 of the evaluation process the bids will be scrutinized against the Disqualification clause given in 1.12.
- 2 The qualifying bids after Stage 1 will go through to Stage 2 of the evaluation process as described in 1.13.
- 3 The bids of the short-listed bidders after Stage 2 of the evaluation process will be evaluated as stated in Stage 3 of the evaluation process as described in 1.14.
- 4 The project will be provisionally awarded to the lowest compliant bidder subject to successful negotiation of the contract as in 1.15.
- 5 The successful Bidder will sign the agreed contract document with BEC prior to commencement of the project.
- 6 The successful bidder shall deliver the equipment to Botswana Examinations Council that conform to specifications.

### **Notes**

- Subject to authorization by BEC Tender Committee, further information may be requested from the bidders during evaluation. Any such request will be made in writing to the bidder's nominated representative as declared in the Form of Response. Any such correspondence will be for purposes of clarification only and will in no way be indicative of any preference towards any bidder or bid.
- All important information required for the project shall be included in the bid, so that at contract negotiation stage there are no major issues that could call for the change of award.
- Please include Table of Contents in your bid

### **1.12 Disqualification at Stage 1**

A bidder whose technical bid does not meet the following requirements will be disqualified during the first scrutiny at Stage 1. In the case of a consortium or joint venture or partnership, Sub-Contract or any form of collaboration the companies shall be evaluated individually for compliance with the listed requirements. i.e., individual companies must meet the compliance criteria for the consortium or joint venture or partnership or any firm of collaboration to proceed to stage 2. NB: Consortium or Joint Venture or Partnership, Sub-Contract or any form of collaboration shall only be accepted from 100% citizen owned companies only.

**Bidders** must submit all of the following.

- a) PPADB Registration Certificate under **Code 203 – Electrical, Electronic, Mechanical and ICT Supplies; Sub-Code 01 – Electrical and Electronic Equipment, Spares and Accessories (Includes ICT, photographic equipment and others)**. (verification will be done on-line);
- b) A Valid Copy of Tax Clearance Certificate (Provide Pin & Certificate Number for on-line verification);
- c) Completed Declaration Form for Tendering Purposes;
- d) Submission of Company Extract accompanied by confirmation of Shareholders and Directors as well as their Identity documents;
  - publicly listed companies may submit certificates (or related documents) of their controlling shareholders only;
  - NB: Where the shareholder is a company, the individual shareholders of the company in question must be submitted. E.g. if ABC (Pty) Ltd submits a tender and one of its shareholders is EFG (Pty) Ltd, the shareholders in EFG should be submitted and so on until the shareholders submitted bears the names of individuals.
- e) Completed and Signed Form of Authority of Signatory;
- f) Completed and signed Form of Offer and Acceptance

**Should a bidder fail to submit items a) to e) on the first instance, they will be requested to resubmit the missing item(s) through email and they will be given a minimum of 2 days or a maximum of 5 days to submit. Should the bidder fail to submit within the required time, they will be disqualified from further evaluation.**

**Failure to submit the Completed and Signed Form of Offer and Acceptance, (f) above, on the first instance, will lead to outright disqualification.**

### **1.13 Evaluation of Bids at Stage 2 (Technical Evaluation)**

The table below shows the criteria which will be used to conduct technical evaluation. Bidders must **fully comply** with the requirements by stating their specifications, thus bidder specifications must be the same or better than the required specifications as described by BEC. Consortiums / Joint Ventures / Partnerships / Sub-Contracts / any form of collaboration will be assessed as one (not individually). Failure to meet one or more specification requirement will lead to the bidder not proceeding to Financial Evaluation.

**NB: Bidders are required to state their specification offer in full failing which they'll be disqualified. Stating such words as “comply” or any related words will not be accepted.**

**NB: The tender may be awarded in PARTS, that is one bidder per LOT or WHOLE that is one bidder for both LOTS.**

LOT A:

**Table 1: Specific Requirement List and Specifications for ICT equipment and Computer Accessories:**

Description	Quantity	Required Specification of Equipment	Specification Offer by Bidder
<b>1. Supply and Delivery of 2-in 1-laptops</b>	<b>6</b>	<b>2-In-1 Laptop</b> Intel Core I7 Processor At least 13.3" Touch Display At least 16 GB RAM At least 1TB SSD, Backlit Keyboard Trackpad Built-in web cam, Built-in – microphone, Built-In speakers 3.5mm audio jack socket At least one HDMI port, At least one USB port Windows 10 Professional Edition (64bit) Non branded <b>Laptop bags</b> Hardware warranty of at least 1 year	
<b>2. Supply and Delivery of Desktop Computers</b>	<b>44</b>	<b>CPU:</b> Intel Core i5	
		<b>Monitor/Display:</b> At least 17" FHD Monitor Non Touch	
		<b>Operating System:</b> Windows 10 Professional (x64bit)	
		<b>Memory:</b> At least 8 GB RAM	
		<b>Storage:</b> At least 256GB M.2 PCIe NVMe SSD	
		<b>Connectivity:</b> HDMI Port Wi-Fi, Bluetooth At least two USB ports RJ45 Ethernet Port	
		<b>Audio:</b> Internal Speakers <b>Camera:</b> HD 720p Webcam <b>Optical Drive:</b> DVD -RW <b>Input Devices:</b> wired USB mouse, wired keyboard	
		<b>Audio:</b> <b>Internal speakers</b> 3.5mm audio jack socket <b>Hardware warranty of at least 1 year</b>	
<b>3. Supply and Delivery of Laptop</b>	<b>19</b>	<b>Notebooks</b> Processor: 11 <sup>th</sup> Generation Intel Core i7-1165G7 Processor	



<b>Computers and Laptop Bags</b>		<b>Graphics:</b> Intel Iris Xe Graphics <b>RAM:</b> At least 16GB DDR4 2666MHz <b>Screen:</b> 15.6-inch Full HD Anti-Glare IPS 250nits Display (1920 x 1080)	
		<b>Storage:</b> 512GB M.2 PCIe NVMe Class 40 Solid State Drive <b>Operating System:</b> Windows 10 Professional (x64bit) <b>Ports:</b> 1 x Thunderbolt 3 x USB-C, 1 x USB-C 3.1 1 x USB 3.0, 3.5mm audio jack socket	
		<b>Connectivity:</b> 802.11ac (2 x 2 MIMO) Wi-Fi, Bluetooth 5.1	
		<b>Camera:</b> 720p at 30fps,widescreen HD RGB camera, Dual-array microphones	
		<b>Weight:</b> 1.59 (3.50lb) <b>Size:</b> 11.97 x 8.54 x 0.57 inches (304 x 217 x 14.6mm; W x H x D)	
		<b>Non branded Laptop Bags (19)</b> <ul style="list-style-type: none"> <li>• durable polyester material</li> </ul>	
		<b>Hardware warranty of at least 1 year</b>	
<b>4. Supply of Projectors</b>	<b>2</b>	Projector with HDMI and VGA Projector Lumens 3800 ANSI (Max) <b>Resolution:</b> WXGA (1280x800) Connectors USB, HDMI, RS232, VGA, RCA, RJ45 MultiMedia 10 Watt Speaker At least 2 Year warranty	
<b>5. Supply, Delivery, Configuration s of MAC computers</b>	<b>1</b>	Operating System: Latest MAC OS Office Software: Compatible Microsoft office for MAC <b>Display</b> 27-inch Retina 5K display 5120x2880 resolution 500 nits brightness Wide colour (P3) <b>Processor</b> 14-core Intel Xeon W configurable to 18 core <b>Graphics</b> AMD Radeon Pro Vega 64 configurable to 64x <b>Memory</b> 256GB <b>Storage</b> 2TB SSD <b>Camera</b> 1080p FaceTime HD Camera <b>Size &amp; Weight Height: 51.6cm Width: 65.0 cm Stand Depth: 20.3cm Weight: 9.7kg</b> <b>Other Features</b>	

		802.11ac WIFI Bluetooth 5.0 Four USB A ports Four Thunderbolt 3 (USB –C) ports SDXC card slot (UHS-II) 10gb Ethernet Space grey Magic Keyboard with numeric Keypad Space grey Magic Mouse 2 included <b>Installation and configurations service for the MAC computer</b>	
<b>6. Mice</b>	<b>20</b>	Wireless mouse	
<b>7. Monitors</b>	<b>4</b>	<b>Monitor/Display:</b> 27" monitor IPS monitor (1920 x 1080) DP, HDMI, VGA, 5x USB –Tilt, Pivot, Swivel, Height Adj (DP, USB cables included)	
<b>8. External Web Cameras</b>	<b>10</b>	<b>External Web Cameras</b> 1080p HD USB 2.0 Webcam & Screen Clip Noise-Reducing Microphone – Black (This is not a conference External Web Cameras)	
<b>9. External DVD+/-RW</b>	<b>10</b>	<b>External Slim USB DVD+/-RW Drive – DW316 External DVD+/-RW</b>	

The bidder must state the specifications of their proposed equipment against the BEC specification requirement to enable evaluators to make a meaningful comparison. The bidder must also state the brand, make and model of the proposed equipment (**preferably HP or Dell brand**) as well as the warranty period and **delivery period**.

**NB: The tender may be awarded in PARTS, that is one bidder per LOT or WHOLE that is one bidder for both LOTS.**

## LOT B

### Table 2: Specific Requirement List and Specifications for Heavy duty printers:

The table below shows a list of the required specifications for heavy duty printers, support and maintenance and print management software

Description	Quantity	Required Specification of Equipment	Specification Offer by Bidder
<p>2. Supply of A3 Black and White Printer With print management tools</p>	1	<p><b>Technology:</b> Laser Copy/Print/Scan w/Intel Atom 1.33 GHz Dual Core, 4 GB RAM, 320GB SE HDD</p> <p><b>Mono: Speed / Warm-up / 1st Copy:</b> Mono: 85 ppm / Warm-up: 20 Seconds / To 1st Mono Page: 4.1 Seconds</p> <p><b>Resolution:</b> Copy: Up to 2400 x 600 dpi / Print: Up to 3600 x 1200 / Scan: 600 x 600 dpi</p> <p><b>Copy Size:</b> Up to: 11.0" x 17.0" via Platen Top or 300 Page DUPLEX SINGLE PASS DOCUMENT FEEDER</p> <p><b>Reduce/Enlarge:</b> 25% To 400% in 1% Increments with 14 Presets (7-Enlarge &amp; 7-Reduce)</p> <p><b>Multiple Copies:</b> 1 To 9,999 Copies from Original</p> <p><b>Adjustable Sizes:</b> 3.9" x 5.8" to 13.0" x 19.0" Supports up to 12" x 47" Banner Size</p> <p><b>Paper Weight:</b> Main Trays: 16 lb bond - 140 lb Index / MP Bypass Tray: 16 lb Bond - 110 Lb Cover</p> <p><b>Input / Output Capacity:</b> 4-540 Sheet Trays, 1-120 Sheet MP Bypass Tray / 500 Sheet Output Tray</p> <p><b>Copier Features:</b> AES, AMS, APS, AS, ATS, Book Copy, Booklet Mode, 1,000 Copy Controls, Covers, Editing, Erase, ID Card Copy, Image Repeat &amp; Rotate, Interrupt, 12,060 Job Programs, Job Build, Margin Shift, Neg/Pos, OHP Interleaving, Photo Mode, 11 Program Ahead, Sheet Insertion, Stamping, Timer, 2-in-1, 10., 1,000 Dept. Codes</p> <p><b>Interfaces:</b></p>	

		<p>USB 2.0 (High-Speed), RJ-45 Ethernet (10/100/1000Base-T)</p> <p><b>Operating Systems:</b></p> <p>Various OS: Windows, Macintosh, Unix, Linux</p> <p><b>Printer Description Languages:</b></p> <p>PCL5e, PCL5c, PCL6 (PCL XL), PS3, PDF, XPS, JPEG</p> <p><b>Printer Features:</b></p> <p>Up to: 1200 x 1200 dpi Printing @ 85 ppm Mono</p> <p><b>Scanner Features:</b></p> <p>Scanning @ 240 ipm Duplex / 120 ipm Simpex</p> <p>Mono Scan to: Box, Cloud, Email, FTP, HDD, I-fax, SMB, URL, USB</p> <p><b>Mobile Printing:</b></p> <p>AirPrint, Mopria, e-BRIDGE Print &amp; Capture Application on IOS &amp; Android</p> <p><b>Dimensions (HxWxD):</b></p> <p>48.3" x 37.6" x 27.5" (430 Lbs. Without Options or Supplies)</p> <p>stitched :</p> <p><b>2- 10 sheets per booklet [e.g. (1 x 128gsm) + (9 x 80gsm)] A3/A4</b></p> <p><b>Finisher which can provide both a staple and stapleless function, as well as folding</b></p> <p><b>With toner, print management tools and support and maintenance</b></p> <p><b>Supplies : Black toner</b></p> <p><b>Supply, delivery and connection to site</b></p> <p><b>Warranty at least 2years</b></p> <p><b>Include print monitoring and control</b> (Print Management Software) 300 user accounts with password protect feature.</p> <p><b>Include support and maintenance</b></p>	
<p><b>2. Supply of Printers (Black and White)</b></p>	<p><b>3</b></p>	<p><b>Heavy Duty Printer A3/A4</b></p> <p>Laser Copy/Print/Scan</p> <p><b>A4 print up to 41 ppm, A3 print up to 20ppm</b></p> <p><b>100-sheet MP tray , 2x250-sheet trays, STD Networking, Auto duplex, Supplies:</b></p>	

		<p><b>Supplies : Black toner</b></p> <p><b>Include print monitoring and control</b> (Print Management Software) 100 user accounts with password protect feature.</p> <p><b>Warranty at least 2years</b></p> <p><b>Supply, delivery and connection to site</b></p> <p><b>Include support and maintenance</b></p>	
3. Supply of Printers (Colour)	3	<p><b>Heavy Duty Printer Colour A3/A4</b></p> <p>Laser Copy/Print/Scan</p> <p>A4 print up to 41 ppm, A3 print up to 20ppm</p> <p>100-sheet MP tray , 2x250-sheet trays,</p> <p>STD Networking, Auto duplex, Supplies:</p>	
		<p>Supplies :4 colour tonners</p> <p>Include print monitoring and control (Print Management Software) 100 user accounts with password protect feature.</p> <p><b>Include support and maintenance</b></p>	
		<p>Delivery &amp; Installation, Configuration &amp; User Training and technical support /maintenance</p> <p><b>Include support and maintenance including and not limited to following:</b></p> <ul style="list-style-type: none"> <li>➤ The bidder should provide a draft Service Level Agreement for the support and maintenance of heavy duty printers for a period of for 3 years</li> <li>➤ The SLA should state at least 2 qualified technicians who will be able to provide onsite support for the printers. They should state their qualifications and attach their certificates and curriculum vitae</li> <li>➤ The SLA should give us a response time for major faults and for minor faults</li> <li>➤ The SLA should give us a resolution time for major faults and for minor faults</li> <li>➤ The SLA could provide us a certain number of onsite support days per month.</li> <li>➤ Specify Cost per print of Monthly maintenance</li> <li>➤ Inclusive of consumables and spares</li> </ul>	
		<p><b>Provision of Maintenance and Support (provide draft contract specifying maintenance and support for a period of three years for all printers)</b></p>	<p><b>All printers (7)</b></p>

**Bidders should respond to the above requirements in full to qualify to the next stage of evaluation.**

For a bidder to pass the technical evaluation stage, it has to comply with each of the criteria items in Table 2 above. Any bidder that is found to be non-compliant with just a single

technical evaluation criterion shall be disqualified and their bid shall not undergo any further evaluation.

**NB: The tender may be awarded in PARTS, that is one bidder per LOT or WHOLE that is one bidder for both LOTS.**

#### **1.14 Evaluation of Bids at Stage 3**

##### **Cost Evaluation and Comparison**

**Note: If no charges the bidder shall indicate Not Applicable or N / A**

**Bidders should price in ink, bidders that do not comply with pricing format will be eliminated from evaluation.**

Only bids that are fully technically compliant shall undergo cost evaluation.

Arithmetic errors shall be corrected, and bids will be converted to a common currency. Should there be discrepancy between the Unit Price and the Total Price, the Unit Price shall be used. Should there be discrepancy between the amount in figures and the amount in words, the amount in words will be used.

Bids will be ranked in order of their prices after correction of any arithmetic errors.

#### **1.16 Basis of Award**

The lowest bidder who met all requirements of Stage 2 or above, will be recommended for the award to BEC Tender Committee subject to an agreed contract. If the contract negotiations fail, then the next preferred supplier will be engaged for contract negotiations and recommended for the award.

The successful bidder shall provide ICT equipment to Botswana Examinations Council with effect from **March 2022**.

**TENDER NO. BEC ICT 012/21-22: SUPPLY AND DELIVERY OF ICT EQUIPMENT TO  
BOTSWANA EXAMINATIONS COUNCIL**

The bidder must complete the following returnable documents:

**1. Returnable Documents required for tender evaluation purposes**

- Certificate for authority of signatory
- Record of addenda to tender documents
- Detailed Response to Requirements specified in the CONTRACT PART 3
- Response form
- Quality plan
- Experience of the bidder
- Risk management plan
- All certified copies of documents and conditions specified in (1.3)
- Form of Declaration For Tendering Purposes

**2. Other Documents required for tender evaluation purposes**

- Copy of a Tax Clearance Certificate for Botswana Registered Companies or exemption certificate thereof from BURS;
- PPADB Registration Certificate;
- Certified copies of forms from CIPA showing Shareholders;
- Certified copies of Share Certificates;
- Certified copies of forms from CIPA showing list of Directors.

**3. Returnable Documents that will be incorporated into the contract**

- Response form;
- Quality plan;
- Detailed Response to all other Requirements specified in the contract part 3;
- Form of Offer & Acceptance;
- Curriculum vitae of key personnel;
- Management plan;
- Form of Declaration by Directors & Shareholders.

Parts of each tender offer communicated on paper shall be submitted as an original, plus four (4) duplicate copies and 1 re-writable CD/DVD/Copy must contain the following RESPONSE FORM

Bidder's Name	
Company Registration Number	
Vat Number ( if applicable)	
Country of Registration	
Year of Establishment	
Physical Address	
Postal Address (if different)	
Telephone Number	
Mobile Number	
Fax Number	
Email and URL	
Contact Address in Botswana (If applicable)	
Project Title	
Tender No.	
Designated Authorised Representative for this Project	Name: Position: Qualifications: Tel: Fax: Email:
Project Referees (see CONTRACT PART 3, Scope of Work, 8.1.5)	1 2 3
Signed: Bidder's Authorised Representative	



Botswana Examinations Council

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES CERTIFICATE OF AUTHORITY OF SIGNATORY</b>
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**TENDER NO. BEC ICT 012/21-22: SUPPLY AND DELIVERY OF ICT EQUIPMENT TO BOTSWANA EXAMINATIONS COUNCIL**

Indicate the status of the bidder by ticking the appropriate box hereunder. The bidder must complete the certificate set out below for the relevant category.

A COMPANY	B PARTNERSHIP	C JOINT VENTURE	D SOLE PROPRIETOR

**A. Certificate for company**

I, \_\_\_\_\_, chairperson of the board of directors of \_\_\_\_\_ hereby confirm that by resolution of the board taken on \_\_\_\_\_ 20\_\_\_\_\_, Mr/Ms \_\_\_\_\_, acting in the capacity of \_\_\_\_\_ was authorised to sign all documents in connection with this tender offer and any contract resulting from it on behalf of the company.

As witnesses:-

1. \_\_\_\_\_  
2. \_\_\_\_\_

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

**B. Certificate for Partnership**

We, the undersigned, being the key partners in the business trading as \_\_\_\_\_  
 \_\_\_\_\_ hereby authorise Mr/ Ms \_\_\_\_\_ acting in  
 the capacity of \_\_\_\_\_ to sign all documents in  
 connection with the tender offer for Contract \_\_\_\_\_  
 and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

**NOTE:** This certificate is to be completed and signed by all of the partners. Attach additional pages if more space is required.

**C. Certificate for Joint Venture**

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms \_\_\_\_\_ an authorised signatory of the company \_\_\_\_\_, acting in the capacity of lead partner, to sign all documents in connection with the tender offer for Contract \_\_\_\_\_ and any contract resulting from it on our behalf.

This authorisation is evidenced by the attached power of attorney signed by legally authorised signatories of all the partners to the Joint Venture. Furthermore we attach to this Schedule a copy of the joint venture agreement which incorporates a statement that all partners are liable jointly and severally for the execution of the contract and that the lead partner is authorised to incur liabilities, receive instructions and payments and be responsible for the entire execution of the contract for and on behalf of any and all the partners.

NAME OF FIRM	ADDRESS	AUTHORISING SIGNATURE, NAME & CAPACITY
<i>Lead partner</i>		

**D. Certificate for sole proprietor.**

I, \_\_\_\_\_, hereby confirm that I am the sole owner of the business trading as \_\_\_\_\_.

As witnesses:-

1. \_\_\_\_\_

\_\_\_\_\_  
Signature: Sole owner

2. \_\_\_\_\_

\_\_\_\_\_  
Date

<p><b>TENDER RETURNABLE DOCUMENTS</b></p>	<p><b>TENDER SCHEDULES RECORD OF ADDENDA TO TENDER DOCUMENTS</b></p>
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**TENDER NO. BEC ICT 012/21-22: SUPPLY AND DELIVERY OF ICT EQUIPMENT TO BOTSWANA EXAMINATIONS COUNCIL**

We confirm that the following communications received from the Procuring Organisation before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Name \_\_\_\_\_ Position \_\_\_\_\_  
 Tenderer \_\_\_\_\_

Botswana Examinations  
Council

TENDER RETURNABLE DOCUMENTS	TENDER SCHEDULES QUALITY PLAN
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**TENDER NO. BEC ICT 012/21-22: SUPPLY AND DELIVERY OF ICT EQUIPMENT TO BOTSWANA EXAMINATIONS COUNCIL**

**Note to bidders:**

Please provide details of your quality plan here. Please describe the management arrangements for the work in this contract. You are requested to include:

1. An organization chart showing on-site and off-site management personnel
2. Details of the location (and functions) of offices from which the work will be managed.
3. An explanation of how you propose to allocate adequate resources for the duration of the project.

**TENDER NO. BEC ICT 012/21-22: SUPPLY AND DELIVERY OF ICT EQUIPMENT TO BOTSWANA EXAMINATIONS COUNCIL**

<b>Name:</b>	<b>Date of Birth:</b>
<b>Profession:</b>	<b>Nationality:</b>
<b>Current Position:</b>	<b>Years with the firm:</b>
<b><u>Qualification and Experience:</u></b>	
<b><u>Education:</u></b>	
<b>Professional Membership:</b>	
<b><u>Experience Record:</u></b>	
<b><u>Languages:</u></b>	
<b>Certification:</b>	
I, the undersigned, certify that to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.	
_____	<b>Date:</b> _____
<i>[Signature of authorized representative of the Tenderer]</i>	

Botswana Examinations  
Council

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES QUALITY PLAN</b>
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**TENDER NO. BEC ICT 012/21-22: SUPPLY AND DELIVERY OF ICT EQUIPMENT TO BOTSWANA EXAMINATIONS COUNCIL**

The following is a statement of similar works successfully executed by myself/ ourselves:

Employer, contact person and telephone number.	Description of contract	Value of work	Date completed												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Signed</td> <td style="width: 30%;"></td> <td style="width: 10%;">Date</td> <td style="width: 40%;"></td> </tr> <tr> <td>Name</td> <td></td> <td>Position</td> <td></td> </tr> <tr> <td>Bidder</td> <td colspan="3"></td> </tr> </table>				Signed		Date		Name		Position		Bidder			
Signed		Date													
Name		Position													
Bidder															

<b>TENDER RETURNABLE DOCUMENTS</b>	<b>TENDER SCHEDULES MANAGEMENT PLAN</b>
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**TENDER NO. BEC ICT 012/21-22: SUPPLY AND DELIVERY OF ICT EQUIPMENT TO BOTSWANA EXAMINATIONS COUNCIL**

**Note to tenderers:** Please describe the management arrangements for the work in this contract. You are requested to include:

4. An organisation chart showing on-site and off-site management personnel
5. Details of the location (and functions) of offices from which the work will be managed.
6. An explanation of how you propose to allocate adequate resources for the duration of the project and subsequent maintenance periods.

**Summary of items attached to this schedule:**

Attach additional pages as required.

Signed	_____	Date	_____
Name	_____	Position	_____
Tenderer	_____		_____



Republic of Botswana	<b>TENDER RETURNABLE DOCUMENT</b>	DECLARATION FORM FOR TENDERING PURPOSES
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**TENDER NO. BEC ICT 012/21-22: SUPPLY AND DELIVERY OF ICT EQUIPMENT TO BOTSWANA EXAMINATIONS COUNCIL**

Declaration to establish that Directors, shareholders, partners, members have not participated through any other bid for the same tender.

**PART A**

I, \_\_\_\_\_ (full name), in my capacity as..... (state position in Entity)  
hereby declare that on my behalf, and on behalf of the owners, partners / directors/ shareholders /administrators and/or Other (Please specify) .....

of:  
.....  
(name of Entity )

of :  
.....  
..... (Postal/physical address)

that, in connection with the enclosed tender,

All information contained herein is true and not misleading, and it is to the best of my knowledge factual and binding on the Entity and/or its Representatives. I state that the (State Name of Entity) ..... and/or its representatives confirm that they have not, through other entities, participated in the same tender and offer the same products in response to the same items.

NOTE THAT: In the case of competing franchises, the franchises may bid for the same item but with different products. Item means the commodity required by the procuring entity indicated in the ITT. Product means the commodity offered by the bidder.

I declare and confirm that the Entity and/or its Representatives have in fact not participated in the same tender and offered the same products in response to the same items, through any other registered company or other entity. I hereby provide a current list of Directors/ Administrators/ Partners/ Members and/or Shareholders for the Company/Partnership/ Society/Joint Venture/ Private Foundation/Statutory Body and/or other (Please specify).....

	<b>DIRECTORS/MEMBERS/ PARTNERS NAME and /OR Other (Please Specify).....</b>	<b>CAPACITY IN ENTITY</b>	<b>NATIONALITY</b>	<b>PERCENTAGE OF SHAREHOLDING</b>
1				
2				
3				
4				
5				

	SHAREHOLDERS NAME	NATIONALITY	PERCENTAGE OF SHAREHOLDING
1			
2			
3			
4			
5			
6			
7			

**If more space is required attach additional sheet. Note that Public companies should state which stock exchange the company is listed under.**

I further acknowledge that should any of the directors, partners, and shareholders, members/administrators */(others please specify)* be found to be associated in a similar or other manner in another company/entity, participating in this tender and offering the same products in response to the same items, this shall disqualify this Company/Partnership/ Society/Joint Venture/ Private Foundation/Statutory Body, and whichever company or other entity the said director/partner/shareholder/member and/or administrator is consequently involved in.

I further acknowledge that should the Company /Partnership/ Society/Joint Venture/ Private Foundation/ Statutory Body or any of its affiliates or subsidiaries be found to have participated in the same tender and offered the same products in response to the same items, the said Company/Partnership/ Society/Joint Venture/ Private Foundation/Statutory Body/*(others please specify)* and its affiliates and/or subsidiaries shall be disqualified.

The Company/Partnership/ Society/Joint Venture/ Private Foundation/ Statutory Body/*(others please specify)*, through its agents, employees or directors has not illegally communicated with any member of the procuring department or the Public Procurement and Asset Disposal Board, except as may be permitted in the relevant “instructions to tenderers” or by law.

The Company/Partnership/ Society/Joint Venture/ Private Foundation/Statutory Body/*(others please specify)*, through its agents, employees, partners, members, administrators and/or directors has not paid or offered to pay any consideration, favour or promise to any member of the procuring department or any person employed by or associated with Public Procurement and Asset Disposal Board (PPADB) or its Committees.

I declare that this tender is submitted by us in our own right and we have not colluded in any way with any other /potential tenderer in the production and submission of this tender other than in the establishment of a joint venture or sub-contractor arrangement as fully and correctly declared in the tender.

I acknowledge that if after the award of this tender any of these declarations are found to be false then any contract(s) between ourselves and the procuring department and/or PPADB shall be terminated forthwith and we may be barred from future tendering for government services and liable to possible prosecution.

I confirm that our entity has undertaken not to collude to withdraw from a tender award, only for the reason that an unsuccessful bidder be awarded the tender. I confirm further

that the entity has undertaken not to engage in frivolous complaints and litigation that frustrates project implementation.

SIGNED: ..... NAME: .....

DATED:.....

.....

Entity

Stamp

**PART B**

1. Declaration to establish Eligibility for Reservation and Price Preferences for 100% Citizen Owned Contractor / Companies and other Entities.
2. The declaration shall be signed by all Businesses tendering for reserved contracts and contracts subject to preferences, as a condition of each tender.
3. The 100% citizenship requirements for shareholders, etc. contained therein shall not withstand any previous consents and practice, be pre-condition for the award of any reserved tender.

**Definition**

4. The following definitions shall apply to this declaration:

**100% Citizen Owned Contractor / Company:** a natural person or an incorporated company wholly owned and controlled by persons who are citizens of Botswana.

**Control:** the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of managerial and financial authority and power in determining the policies and directing the operations of the business.

**Net Amount:** the financial value of the Contract at the time of the award of the Contract, exclusive of sales tax which the law requires the Employer to pay to the Contractor.

**Owned:** Having all the customary incidents of ownership, including the right of disposition, and sharing in all the risks and profits commensurate with the degree of ownership interest or shareholding as demonstrated by an examination of the substance as well as the form of ownership arrangements

5. The company operates banking and savings accounts, the only authorised signatories are:

- i. ....

(Bank Name and Name of signatory) (Omang  
No. /Passport)

ii. ....  
.....  
(Bank Name and Name of signatory) (Omang  
No. /Passport)

ii. ....  
.....  
(Bank Name and Name of signatory) (Omang  
No. /Passport)

iv. ....  
.....  
(Bank Name and Name of signatory) (Omang  
No. /Passport)

**6. Undertakings**

The Tenderer confirms that it is a 100% Citizen owned contractor/company and undertakes to remain so for the duration of the Contract. The Tenderer further undertakes not to subcontract more than 25% of the Net Amount to other Contractors in the performance of the Contract.

**7. Sanctions relating to reserved treatment**

Any changes in Ownership or Control which violate the definition of a Citizen Contractor or the subcontracting of more than 25% of the Net Amount of the Contract to non-Citizen Contractors shall be sufficient reason for the Procuring Department to terminate the Contract.

8. All the shareholders of  
.....(Name of company)  
have read this declaration and agree to its contents.

- a) All the shareholders hereby give consent verification of the information provided above and understand that this may include but not limited to the verification of assets, liabilities, accounts, bonds and undertake to notify the competent authorities of any change to the information provided in this Declaration within seven days of such occurrence.
- b) I understand and declare that each matter here deposed to is essential for the tender validity of ..... (Name of company)'s

**NB:** The Procuring Entity reserves the right to confirm the authenticity of the information provided above.

THUS SIGNED AND SWORN TO BEFORE ME COMMISSIONER OF OATHS AT \_\_\_\_\_ ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_, AT \_\_\_\_AM / PM, THE DEPONENT HAVING ACKNOWLEDGED THAT HE KNOWS AND UNDERSTANDS THE CONTENTS OF THIS DECLARATION AND THAT IT IS BINDING ON HIS CONSCIENCE.

\_\_\_\_\_  
COMMISSIONER OF OATHS

CAPACITY:

**LOCAL PROCUREMENT REGISTRATION CERTIFICATE**

**TENDER NO. BEC ICT 012/21-22: SUPPLY AND DELIVERY OF ICT EQUIPMENT TO BOTSWANA EXAMINATIONS COUNCIL**

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

A WOMAN	B YOUTH	C PEOPLE WITH DISABILITY	D RURAL SETTING	E EMPLOYMENT

**A. B. C. Certificate for businesses owned by WOMAN/ YOUTH/ PEOPLE WITH DISABILITY**

I, \_\_\_\_\_, being a duly authorised representative and acting on my capacity as \_\_\_\_\_ of \_\_\_\_\_, hereby confirm that the above mentioned business is 100% owned by women/ youth/ people with disability.

As witnesses: -

1. \_\_\_\_\_
2. \_\_\_\_\_

\_\_\_\_\_  
Authorised Signatory  
Date \_\_\_\_\_

**D. Certificate for RURAL SETTING**

I, \_\_\_\_\_, being a duly authorised representative and acting on my capacity as \_\_\_\_\_ of \_\_\_\_\_, hereby confirm that the above mentioned business has been established and operates from a rural area.

**LOCATION OF BUSINESS**

<b>WARD</b>	<b>VILLAGE</b>

As witnesses: -

1. \_\_\_\_\_
2. \_\_\_\_\_

\_\_\_\_\_  
Authorised Signatory  
Date \_\_\_\_\_

**E. Certificate for EMPLOYMENT**

I, \_\_\_\_\_, being a duly authorised representative and acting on my capacity as \_\_\_\_\_ of \_\_\_\_\_, hereby confirm that the above mentioned business has employed majority of any of the following categories- women/ youth/ people with disability.

**Total no employees \_\_\_\_\_ No of Women (W) \_\_\_\_\_ Youth (Y) \_\_\_\_\_**

**People with disability (PWD) \_\_\_\_\_**

**% ratio of (W+ Y+ PWD) to Total no of employees \_\_\_\_\_ (Cut-off point will be 60%)**

As witnesses: -

1. \_\_\_\_\_

-----  
Authorised Signatory

2. \_\_\_\_\_

-----  
Date

**NB:** Youth in this regard will people within the age of 18-35 years.

**TENDER NO. BEC ICT 012/21-22: SUPPLY AND DELIVERY OF ICT EQUIPMENT  
TO BOTSWANA EXAMINATIONS COUNCIL**

**CONTRACT**

**PART 1: AGREEMENTS AND CONTRACT DATA**

Form of Offer and Acceptance  
Contract Data

**PART 2: PRICING DATA**

Pricing Instructions

**PART 3: SCOPE OF WORK**

Scope of work



<b>CONTRACT PART 1 AGREEMENTS &amp; CONTRACT DATA</b>	<b>FORM OF OFFER AND ACCEPTANCE</b>
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**TENDER NO. BEC ICT 012/21-22: SUPPLY AND DELIVERY OF ICT EQUIPMENT TO BOTSWANA EXAMINATIONS COUNCIL**

**OFFER**

The Botswana Examinations Council, P/Bag 0070, Gaborone, has solicited offers to enter into a contract for the procurement of:

**SUPPLY AND DELIVERY OF ICT EQUIPMENT TO BOTSWANA EXAMINATIONS COUNCIL**

The bidder, identified in the signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this offer has accepted the conditions of tender.

By attaching the signature of a duly authorized representative to this part of this Form of Offer and Acceptance, the bidder offers to perform all of the obligations and liabilities of the Contractor (or the Consultant or the Supplier as the case may be) under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

**LOT A**

The total of the amount tendered is \_\_\_\_\_  
\_\_\_\_\_ Pula,  
(in words); P\_\_\_\_\_ (in figures). (Not applicable for rate only contracts)

**LOT B**

The total of the amount tendered is \_\_\_\_\_  
\_\_\_\_\_ Pula,  
(in words); P\_\_\_\_\_ (in figures). (Not applicable for rate only contracts)

This Offer, of which the bidder has signed one original, may be accepted by the Procuring Organisation by signing the form of Acceptance overleaf and returning one fully executed original of this document including the Schedule of Deviations (if any) to the bidder before the end of the period of validity stated in the Tender Data, whereupon the bidder becomes the party named as the Contractor, (or the Consultant, Professional Service Provider, Service

Provider or the Supplier as the case may be) in the Conditions of Contract identified in the Contract Data.

*For the tenderer:*

Signature(s)

Name(s)

Capacity

.....  
.....  
.....  
*(Insert name and address of organisation)*

Name &  
signature of  
witness

Date

### **ACCEPTANCE**

By attaching the signature of a duly authorized representative to this part of this Form of Offer and Acceptance, the Procuring Organization accepts the bidder's Offer. In consideration thereof, the Procuring Organization shall pay the Contractor, (or the Consultant or the Supplier as the case may be) the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the bidder's Offer shall form an Agreement between the Procuring Organization and the bidder upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the Contract, are contained in:

- Part 1 Agreements and Contract Data, (which includes this Form of Offer and Acceptance)
- Part 2 Pricing Data
- Part 3 Scope of Work

and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the bidder and the Procuring Organization during this process of Offer and Acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be signed by the duly authorized representative(s) for both parties.

The bidder shall within one week of receiving a fully executed original of this Agreement, including the Schedule of Deviations (if any), contact the Procuring Organization's agent (whose details are given in the Contract Data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data at, or just after, the date this Agreement comes into effect. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the bidder receives one fully executed original of this document, including the Schedule of Deviations (if any). Unless the bidder (now Contractor, Consultant or Supplier) within five

days of the date of such receipt notifies the Procuring Organization in writing of any reason why he cannot accept the contents of this Form of Offer and Acceptance, this Agreement shall constitute a binding contract between the Parties.

For the Botswana Examinations Council

Signature(s)

Name(s) .....

Capacity .....

.....  
*(Insert name and address of organisation)*

Name &  
signature of  
witness

Date .....

**TENDER NO. BEC ICT 012/21-22: SUPPLY AND DELIVERY OF ICT EQUIPMENT TO BOTSWANA EXAMINATIONS COUNCIL**

Bidders should provide costing for each item they wish to tender for as specified in the Technical Bid. The phases in the table below are intended as a guideline, and bidders are free to specify phases which are consistent with their Technical Bid.

**SUMMARY PRICING SCHEDULE (PS)**

The quoted prices should be inclusive of 14% VAT and/or all the Taxes in accordance with the requirements of Botswana Tax Laws.

**NB: THE PRICES SHOULD BE INCLUDED IN THE BIDS PROPOSAL**

**LOT A**

**Table 1PS: ICT Equipment and Accessories**

ITEM No.	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT
1	2 in 1 laptop and bag	6		
2	Desktop Computer Monitor Keyboard Mouse <i>Please outline technical specifications for each of the devices outlined above</i>	44		
3	Laptop Laptop Bag <i>Please outline technical specifications for each of the devices outlined above</i>	19		
4	Projector	2		
5	Apple MAC computers	1		
6	Mouse	20		
7	27" Monitors	4		
8	External WebCam	10		
9	External DVD+/-RW Drive	10		

Total		
VAT ( @ 14 % )		
Grand Total		

**LOT B**

**Table 2PS: Heavy duty printers:**

ITEM No.	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT
1	<b>Supply of Heavy Duty A3 Black and White Printer With print management tools</b>	1		
	charge per copy/print per machine (incl. VAT); <b>Inclusive of Consumables and spares</b>	30 000 (copy/print estimate)		
2	<b>Supply of Printers (Black and White) With print management tools</b>	3		
	charge per copy/print per machine (incl. VAT); <b>Inclusive of Consumables and spares</b>	30 000 (copy/print estimate)		
3	<b>Supply of Printers (Colour) With print management tools</b>	3		
	charge per copy/print per machine (incl. VAT); <b>Inclusive of Consumables and spares</b>	30 000 (copy/print estimate)		
Total				
VAT ( @ 14 % )				
Grand Total				

1. All costs must include VAT (for VAT registered companies), Withholding Tax and all other applicable taxes. The tax laws of Botswana will apply to the ITT and the signed contract.
2. All prices should be fixed where possible. Where a variable cost is included it should be estimated as the maximum to be charged.
3. Payments will be made based on actual cost incurred up to the amount stipulated in the pricing schedules.
4. Tenders must be valid for a period of at least 120 days.
5. Payments will be made in accordance with agreed payments schedules. Payment shall be made within 30 days after receipt of goods / services / works. **NB: There shall be no advance payment of goods/services/works.**

**TENDER NO. BEC ICT 012/21-22: SUPPLY AND DELIVERY OF ICT EQUIPMENT  
TO BOTSWANA EXAMINATIONS COUNCIL**

**1. Purchaser's objectives**

The purpose of this tender is to fairly, transparently and objectively solicit suitable companies to provide bids to Botswana Examinations Council for the Supply and Delivery of ICT Equipment. The ICT equipment will be used by BEC employees to carry out their daily activities.

SUPPLY AND DELIVERY OF ICT EQUIPMENT TO BOTSWANA EXAMINATIONS COUNCIL effective from January 2022.

The tender may be awarded in **PARTS**, that is one bidder per **LOT** or **WHOLE** that is one bidder for both **LOTS**. BEC will give contracts to a bidder who is prepared to offer services required. Capability as determined by the evaluation criteria in the bid document remains paramount to the final decisions of award/ or rejection.

**2. Scope**

The bidder should supply goods to the requirements specified. In particular the bidder should:

- Pay attention to the delivery of Desktop computers with monitors, keyboards and mice
- Pay attention to the delivery of Laptop computers with Laptop bags
- Pay attention to the delivery of printers
- Pay attention to the delivery of computer accessories specified
- State the warranty period of equipment
- State the delivery period of equipment.
- Provide support and maintenance draft contract for printers

**3. Project Cost**

The bidder shall provide the cost of each item proposed including all applicable taxes in the supply and delivery of ICT equipment to the council. In outlining the cost, a sufficient breakdown of each element should be indicated as outlined on tables **1PS**, **2PS** under Summary Pricing Schedule.

**NB:** Payment will be made no later than 30 days after completion of rendering of service and

issuance of the invoice.

#### **4. Format and Content of Responses**

Bids should be concise, to the point and address all issues raised in this Invitation to Tender document. The strength of the bidder, methodology, cost and personnel proposed will be key factors in the selection process. Bidders should not alter the formats given in this document when submitting the bid. The forms listed under Returnable Documents are to be supplied as they form part of the evaluation.

##### **4.1 Bid**

Bids must include the following items preferably in this order:

- Response Form and supporting documents
- Company Profile
- All returnable documents
- Any relevant information

##### **4.1.1 Company Profile**

Bidders should highlight the capability of the organisation to undertake this project and list any similar assignments which have been successfully undertaken in the past. Bidders should note that companies that have successfully implemented similar projects in the past will have an added advantage.

##### **4.1.2 Appendices**

Documents which cannot be incorporated in the body of the bid should be assembled and indexed and then included in the appendices of the bid. Bidders are free to provide any further information should they wish to do so.

#### **5. Quality plans and control**

Bidders are required to outline their Quality Management and Quality Assurance methodologies and how they would be implemented in relation to the project. The following areas should be covered in this section:

- How the work is going to be completed to the required standard, within the project cost and on time.
- How quality management is to be ensured during the project.

NB: The proposal must be made in English.

-----END OF DOCUMENT-----